



**JB Pritzker**  
Governor

**Alicia Tate-Nadeau**  
Acting Director

Date: December 13, 2019

To: X-Ray Facilities  
Interested Parties

From: Paul H. Brown, Supervisor  
Registration, Accreditation and Certification

Informational Notice: Annual X-Ray Equipment Registration / Fee Payment Update

Operators of radiation installations in Illinois are required to register with the Illinois Emergency Management Agency annually all operable radiation producing machines and to pay a fee for each machine possessed on January 1st.

To make updates online, this method is preferable, you must first [register](#). Here you will be asked to provide your facility registration number, email address, name and telephone number. When this information is submitted you will shortly thereafter receive, via email, your password. Passwords cannot be made available or given out over the telephone. Upon receipt of your password you will then be able to login to your registration database to make changes and updates regarding your inventory equipment, ownership, address, phone number, contact information, etc. Your FEIN will be required at the time of submitting online updates. All submitted changes will be reviewed by IEMA staff prior to any update to the actual Radiological Health Database, which may require a few business days.

To make updates manually on any invoice received via mail, simply cross out or add information on the inventory sheet you were mailed in the most appropriate area available. List or add any additional equipment acquired, including manufacturer and model number located on the control panel, the unit's location (room or operatory number), and the approximate acquisition date (month/year). With regards to equipment no longer in your possession, indicate the date (month/year) and method of disposition (i.e., sold to whom, disposed of, junked, etc.). Operable equipment, even if in storage, must remain on the inventory and is subject to the registration fee. Designated inoperable equipment is not subject to the registration fee. Any additions or deletions to your equipment inventory will affect the registration fee assessed. Please assure that you calculate your inventory to the rate assessed correctly.

To make payments [online](#), this method is preferable, with a credit card (Master Card, Visa, Discover or American Express) you would have had to create an inventory account as described

above. Note there is a small additional convenience fee that will be charged to your credit card in a separate transaction. If you have amended your x-ray equipment inventory, and the changes have been reviewed and accepted by the IEMA representative, the program will recalculate the correct registration fee and advise you of the new fee amount that is owed.

To make payments by check or money order, return your payment with your inventory sheet in the self-addressed return IEMA envelope. Your check payable to IEMA should also include your facility registration number.

If there are any questions specifically related to the payment of registration fees, please contact [ema.AccountsReceivable@illinois.gov](mailto:ema.AccountsReceivable@illinois.gov) (217-524-5268). For questions specifically related to the x-ray registration or equipment inventory, please contact me at [paul.h.brown@illinois.gov](mailto:paul.h.brown@illinois.gov) (217-785-9978) or Adamu Kadiri, Ph.D. at [adamu.kadiri@illinois.gov](mailto:adamu.kadiri@illinois.gov) (217-785-9975). Thank you for your cooperation.